

JOB OPPORTUNITY ANNOUNCEMENT

JOA No. 00-047

Applications should be forwarded to: **DEFENSE DISTRIBUTION CENTER
2001 MISSION DRIVE
NEW CUMBERLAND, PA 17070-5000**

POSITION: Personnel & Community Services Administrator, GS-0301-12

LOCATION: Defense Distribution Depot Susquehanna, PA DDSP-HM

POC: DDC Personnel Office, New Cumberland, 717-770-5709

OPEN: One-Time

OPENING DATE: 08-21-00

CLOSING DATE: 09-05-00

FINAL CLOSING DATE: 09-05-00

APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS ON THE CLOSING DATE

SPECIAL INFORMATION

☐ TDY required 0 percent of the time.

☐ Position is subject to mobility or rotation

☒ Reassignments/Change To Lower Grade (CLG) applicants must apply against JOA.

Position Sensitivity: Non-Critical

Security Clearance: Not Applicable

(Persons selected for such positions must have or be able to obtain appropriate level of clearance.)

PCS Expenses: Are Authorized

Relocation Services: Are Not Authorized

☒ Completion of a 1 year supervisory/managerial probationary period are required.

☒ Evaluation and Ranking Criteria: DDREHQ-HSI 1404.4/DLAR 1404.4

Tour of Duty/Shift: Day Shift

☐ Position is a drug testing designated position: all applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment and periodically thereafter.

☐ Conditions of employment:

☐ This position will be filled temporarily NTE 1 year and may be extended for an additional 4 years.

☐ This position will be filled temporarily and may be converted to permanent without further competition.

☐ OF 665 – Ability to Drive Safely must be completed.

☐ Other: Selective Placement Factor:

AREAS OF CONSIDERATION

CURRENT PERMANENT EMPLOYEES:

☐ Federal Wide ☐ DLA Wide
☐ DoD Wide ☒ DDC Wide
☐ Specific Org:

AND THOSE WHO ARE:

☐ VRA Eligibles ☐ INTERNAL
 ☐ EXTERNAL

☐ Reinstatement Eligibles

☐ 30% or More Disabled Veterans

☐ Handicap Eligibles

☐ Others:

REASONABLE ACCOMMODATION AVAILABILITY: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

APPLICATION PROCEDURES:

Applicants need to submit either an SF-171, OF 612, resumes or other application format to apply for this position. Applicants submitting resumes or other application formats need to refer to the OF-510 to ensure that all required information has been provided on their application. Previous or current Federal employees also need to provide the highest grade they have held on a permanent basis, date(s) and job title of the position held. Failure to include all required information may result in your loss of consideration for this position. Other applicants may obtain forms by calling (717) 770-5709.

ADDITIONAL REQUIRED FORMS (If Applicable):

☐ DD214
☐ Proof of 10 Point Preference
☐ SF50
☐ Last Performance Appraisal/Rating
☐ OF-300 (for Supervisory Positions)
☐ 1st Level
☐ 2nd Level

DESCRIPTION OF DUTIES: Serves in a dual capacity assisting in the overall management and administration of the division (that includes community club, post restaurants, golf courses, and community recreation) and as chief of the organization that overlooks the Morale Welfare (MW) business operations such as financial management and procurement services for all activities. Directs an organization at a large installation that has oversight responsibility for budget, cash

management, and analysis of appropriated and nonappropriated fund activities. Plans, directs, and coordinates operations through subordinate supervisors. Plans work for subordinates, setting and adjusting long and short-term priorities and preparing schedules for completion of work. Ensures a continuing affirmative application of DLA policies concerning equal opportunity. Incumbent is accountable and responsible for the assigned program(s) to include development, documentation, and operation of both internal processes and administrative controls. Furnishes employees assignments and place of employment which are free from recognized hazards that are likely to cause death or serious physical harm; refers matters that exceed the incumbent's authority to higher levels of management for decision.

QUALIFICATION REQUIREMENTS: **Time-in-grade and time after competitive appointment requirements must be met by closing date.** One year of specialized experience is required. This is experience that is directly related to the position being filled and which has equipped the applicant with the particular knowledge, skills, and abilities (KSAs) to successfully perform the duties of the position. To be creditable, the experience must have been equivalent to the GS-11 grade level.

EVALUATION PROCEDURES:

All competitive applicants who met basic eligibility will be evaluated using one of the following procedures:

1. Regular Evaluation Procedures will be used when there are more than 10 minimally qualified candidates. Points are awarded for each job element and will range from 1 through 4, with 4 being the highest. Points will be based on experience and training which are documented on your application. Your final score will be determined by averaging the total of all your points awarded: and a final score of 3.0 or higher will be considered "highly qualified" (HQ). Twenty HQ candidates may be referred. If more than 20 HQ candidates exist, a search for a meaningful break between two scores will be accomplished. If a meaningful break of .26 or higher between two scores occurs, all applicants above this break will be referred. If this results in less than 20 candidates being referred, a search for a meaningful break between two scores will continue until at least 20 applicants are referred.

2. Simplified Procedures will be used for GS positions when there are 10 or fewer candidates. No numerical score will be assigned when using this procedure. All candidates who possess the knowledge, skills and abilities (KSA's) of the position will be referred.

All non-competitive applicants (reassignment, change to lower grade, reinstatement and VRA eligibles), who score an average of 2.0 or above on all the job elements will be considered qualified (Q). Non-competitive, Qualified candidates will be referred to the selecting official for consideration without further evaluation.

WG positions require the use of a Screen-Out Element (SOE). Points awarded for this element will range from 0 to 4, with 4 being the highest. Points will be based on experience and training which are documented on your application. All applicants must receive a raw score of 2.0 or above on the SOE in order to be considered minimally qualified for the position(s) being filled.

ALL REFERRED CANDIDATES ARE LISTED IN ALPHABETICAL ORDER. SCORES ARE NOT DOCUMENTED IN THE REFERRAL PACKAGE.

JOB ELEMENTS: When completing your application, include any experience, education, or training you have had, or any awards you have received which would indicate the extent of your knowledge, skills or abilities (KSA's) as they relate to each of the following elements.

1. KNOWLEDGE OF ADMINISTRATIVE AND MANAGEMENT PROGRAMS, REGULATIONS, PROCEDURES AND TECHNIQUES.
2. ABILITY TO ANALYZE PROGRAM OBJECTIVES AND OPERATIONS AND TO CONDUCT STUDIES AND/OR PREPARE REPORTS.

3. ABILITY TO SUPERVISE, PLAN, COORDINATE AND DIRECT THE ACTIVITIES OF OTHERS.
4. ABILITY TO COMMUNICATE ORALLY AND IN WRITING.